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Approved For Release 2000/06/19 : CIA-RDP80-00832A000100080005-3 SECRET

## ROUTING AND RECORD SHEET

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

INCENTIVE AWARDS COMMITTEE  
29-114 CURIE HALL

NO.

DATE

9 - MAR 1954

| TO   | ROOM NO   | DATE  |          | OFFICER'S INITIALS | COMMENTS   |
|--|-----------|-------|----------|--------------------|--|
|  |           | REC'D | FWD'D    |                    |  |
| 1. Chief, ESD                                      | Wing E    |       | 9 Mar 54 | WJS                | Agenda for CIA Incentive Awards Committee meeting, 11 March 1954 |
| 2. DAD/P   | 223 Curie |       |          |                    |  |
| 3. AD/P  | 217 Curie |       | 11 Mar.  | APD                |  |
| 4. INCENTIVE AWARDS COMMITTEE<br>29-114 CURIE HALL |           |       |          |                    |  |
| 5.   |           |       |          |                    |  |
| 6.   |           |       |          |                    |  |
| 7.   |           |       |          |                    |  |
| 8.   |           |       |          |                    |  |
| 9.   |           |       |          |                    |  |
| 10.  |           |       |          |                    |  |
| 11.  |           |       |          |                    |  |
| 12.  |           |       |          |                    |  |
| 13.  |           |       |          |                    |  |
| 14.  |           |       |          |                    |  |
| 15.  |           |       |          |                    |  |

FORM NO. 51-10  
APR 1953

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8 March 1954

MEMORANDUM FOR: Chairman, Incentive Awards Committee

SUBJECT: Meeting of CIA Incentive Awards Committee

1. In accordance with the provisions of Regulation [REDACTED] Incentive Awards Program, the CIA Incentive Awards Committee will meet on Thursday, 11 March 1954 at 1:45 P.M. in Room 223, Curie Hall.

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2. For initial Committee consideration, there are fifty-five (55) employee suggestions which are summarized in Tabs 1 through 7, and in condensed briefings Tabs A through G.

3. In order to effect a reduction in the back-log of suggestions awaiting Committee action, the briefings contained in Tabs A through G have been condensed. Further information regarding evaluations of Offices concerned with the subject of the suggestions will be available at the meeting.

FOR THE CHAIRMAN, INCENTIVE AWARDS COMMITTEE

[REDACTED]

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Executive Secretary

Attachments:

Tabs 1 through 7

Tabs A through G

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A G E N D A

SUGGESTIONS

SUGGESTION  
NO.

TAB NO.

645  
410  
292  
296  
344  
387  
442

1  
2  
3  
4  
5  
6  
7

MISCELLANEOUS NO. SUGGESTIONS

TABS A, B, C, D, E, F, G

A. Summary of the Suggestion:

The suggester proposes that periodic meetings between Fiscal Division, and Supply and Procurement Division personnel at the unit and clerical level be held which would result in benefits to the Agency by facilitating the processing and payment of vendors' invoices.

B. Evaluation of Concerned Office:

The Comptroller's Office has informed the Committee that upon checking into the suggestion, it was found that some difficulties were being experienced in connection with the accumulation and handling of detailed data relating to "Receiving Reports" which are required by the Fiscal Division, prior to the processing of Vendors' invoices. Some of the difficulties appeared to be due to the lack of a close liaison or personal contact between the clerical personnel in Procurement and Supply, and Fiscal Division who handle this type of work. To correct this, the Comptroller's Office and Logistics Office arranged for introductions and briefings of the employees concerned and made provisions whereby closer day-to-day contacts can be maintained. In the Comptroller's evaluation supplied the Committee, they have stated, "this suggestion has been beneficial in that it served to focus attention on, and caused inquiry into, a problem in the Agency. The action taken as a result of that inquiry may have a beneficial effect upon the employee morale and Vendor relationships. ...No direct monetary savings will accrue from the action that has been taken; we think the employee deserves credit for focusing attention upon the problem."

C. Recommendation:

Since the Comptroller's Office has indicated that beneficial action has resulted, it is suggested that an award at the Level D under the Scale of Awards for suggestions with intangible benefits be considered by the Committee.

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**CIA INTERNAL USE ONLY**

Employee Suggestion No. 410

A. Summary of the Suggestion:

The suggester proposes that a complete Central-Index File of all Finished Intelligence be effected by the Agency. Initially, the suggestion proposes that all CIA produced Finished Intelligence be listed by the production units (ORR, OSI, OCI, and ONE) of CIA and sent to a central control-point (OCD) for Central-Indexing. Records of all IAC reports could then be incorporated into this Central-Index File of Finished Intelligence at a later date. (See attachment)

Finished Intelligence, as used here, is production which results from evaluation, analysis, integration, and interpretation of raw intelligence, e.g. Reports, Surveys, Briefs, Studies, Working Papers, Memorandum, Research Aids, etc.

B. Evaluation of Concerned Offices:

Excerpts from evaluations supplied the Committee by the below-listed Offices follow:

Assistant Director for Research and Reports:

"This suggestion has considerable merit. We obviously should have, if we do not have at present, some central means of determining what has been written on various subjects. ...On certain points this suggestion would probably need modification before being put into effect. The use of the word "collateral" in the first line is obscure unless it reflects the point of view of those dealing with certain limited types of intelligence materials toward all other intelligence materials; in this case its use is unfortunate. It is doubtful whether CIA units presently charged with intelligence production could furnish in all cases complete records. . . . A very specific definition of "finished intelligence" would need to be worked out; for example, would the listing be limited to monographs or would it include brief mentions in intelligence periodicals? In short, we think this suggestion has sufficient merit to warrant careful study by OCD as to the practicality of putting it into effect."

Acting Assistant Director/National Estimates:

"A central-index of finished intelligence, as up-to-date as possible, and as complete as security requirements permit, would be of value to ONE. . . . The savings that might be realized are impossible to assess quantitatively as the suggestion now stands. We are inclined to doubt the main advantage would be savings from elimination of duplicate intelligence effort. . . . The primary benefit to ONE would be as a service which the ONE staff could usefully employ

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when an estimate is initiated. It is more likely that savings would result from the reduced duplications of files in the various offices of CIA made possible by a more dependable and up-to-date central-index and filing system on finished intelligence, as well as raw information."

Assistant Director for Current Intelligence:

"It is recommended that since part of this suggestion appears to be already in effect, the balance be adopted too, to the end that analysts can locate all finished intelligence on a given subject before beginning a new research assignment. . . . This office, however, cannot evaluate the various implications of maintaining such an index on a current basis, but assumes that this can be done. It would be desirable, if possible, to give the analysts, for their own files, a summary or listing of existing intelligence, even if it were limited to their particular field or special category of intelligence."

Acting Assistant Director for Scientific Intelligence:

"The basic thought of this suggestion has been operative as part of the intellofax system of the Library since late in 1951. . . . The experience of the suggester in recovering from the current system only a fraction of the known reports in a specific area cannot be so lightly dismissed. In the first place, we are virtually certain that the figures cited are not representative of the present Library control of finished intelligence material because they are based on an area involving restricted atomic energy data. It is entirely probable, however, that producing offices are holding back some finished intelligence without full appreciation of the safeguards which are, or can be made, a part of the intellofax system to assure that sensitive information is disseminated in compliance with the principle of need-to-know.

The suggestion will serve a most useful purpose if it promotes a review of the administrative problems of full support by the producing offices to the Library in the matter of control and indexing of finished intelligence within the intellofax system. The Agency Librarian has already indicated that his office fully intends to press for such a review. In the resulting conferences, it would seem quite appropriate to consider the suggester's point that the period covered should begin with 1947 as well as to develop a precise concept of the type of material to be considered "finished intelligence."

Executive/Office of Collection and Dissemination:

"The need for the specific indexing of finished intelligence reports was recognized by the CIA Library early in its development; this type of indexing was begun in 1951. Since November 1951, a

special punch in the IBM card indicates indexing of IAC finished intelligence reports. Consequently, an analyst can now request a list of references to finished intelligence only, by subject or area. . . . At the same time a central index file of CIA produced finished intelligence was established with one set of IBM cards arranged by subject-area and another set by area-subject. . . . The interest of the writer of this suggestion in effecting indexing of finished intelligence has already had the beneficial effect of a new joint effort by DDI Offices to promote maximum coverage of reports production in the CIA Library intellofax system. . . . Pending at this time is a paralled proposal from AD/CI. The CIA Librarian is undertaking, as a result, to assemple a group of interested research personnel to consult with him on a continuing basis on indexing policy and procedure. . . . There is no way to evaluate potential monetary savings from . . . suggestion. It has stimulated lively discussion which will, in the long run, result in improved library services to the research personnel of CIA." As indicated above, the CIA Librarian, [REDACTED], called and chaired a meeting to discuss finished intelligence, its scope, indexing such material in the intellofax system, and/or a separate publication, and the relation of finished intelligence to the Intelligence Periodicals Index.

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C. Note:

This suggestion is being presented at the recommendation of the Committee member from DD/I in order that final disposition of the suggestion may be made. Since it is difficult in this case for the Committee to evaluate the extent to which the suggestion has contributed to effective indexing of Finished Intelligence, the CIA Librarian, [REDACTED] has been called upon to provide assistance to the Committee in view of his complete familiarity with the subject.

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Employee Suggestion No. 292

A. Summary of the Suggestion:

The suggester proposes the imprinting of a symbol or code word on those badges used to gain entrance in restricted areas in which the imprinting would be visible only in ultra-violet or similar light.

B. Evaluation of Concerned Office:

The Chief, Security Division, Security Office has supplied the following evaluation to the Committee:

"...This suggestion is aimed at better security rather than to effect a direct savings. This same idea was given serious consideration at the time the new Agency badges were being developed. However, it was considered impractical. It is felt that the problem presented will be partially alleviated by the issuance of the new Agency badges. To adopt this suggestion would mean additional expenditures and time in producing such a foolproof badge, and any improvement over the new badge system would be questionable."

C. Recommendations:

Rejection for an award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

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A. Summary of the Suggestion:

The suggester proposes a weekly telephone check on the Watch Officers maintained by OSI and some other Offices to determine the efficiency of the present system. Present instructions provide that the Watch Officer named each week shall be available by telephone during non-business hours ( ). The suggester believes that the proposed suggestion would be of value in determining the reliability of the Watch Officer system.

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E. Evaluation of Concerned Office:

The Office of Current Intelligence has furnished the Committee with the following evaluation:

"...This office concurs in the suggester's assumption, namely, that a procedure be adopted to make certain that the stand-by Duty Officer procedure is efficient. This office, however, does not concur in the proposed procedure by which the CIA Watch Officer acts as a policeman in this matter, requiring exercise of responsibility which is not properly his.

"Normal management concepts provide that the performance of duty is subject to the direct supervision of the next line of direct authority not ordinarily delegated. It is suggested that where stand-by Duty Officers are delinquent, this be brought to the attention of their supervisor for corrective action. It is suggested that, rather than have the CIA Watch Officer look for trouble based on a routine phone call, it would be better to have the Watch Officer report failures as they occur, as is now done in the case of security problems, through channels to the office directly concerned, transmitting an abstract of the log which covers the delinquency. Since the present CIA Watch Officer system has been in operation for a long time, and since the Watch Officers have encountered, from time to time, failures by stand-by Duty Officers, greater efficiency would be better achieved by bringing actual failures direct to the attention of those in authority. The suggester's proposal, on the other hand, would add an additional and onerous responsibility requiring the Watch Officer to make many calls when the telephone system should be maintained as open and alert as possible for handling emergencies as they arise. CIA Watch Officers have been trained in resourcefulness so that they have always been able to cover up for failures by stand-by Duty Officers.

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Employee Suggestion No. 296

"...In conclusion, it is recommended that the suggester be commended for bringing forth a weakness in the system as established but that the suggested remedy be rejected as being inconsistent with good management and that an alternative procedure be established by which stand-by Duty Officers' delinquencies, as recorded in the log, can be reported to the appropriate authority for disciplinary action."

C. Recommendation:

Rejection for an award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

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Employee Suggestion No. 344

A. Summary of the Suggestion:

The suggester proposes the revision of Form No. 70-75, Analyst's Record of Time Distribution, for condensation. He estimates that it will be a savings of 40% per sheet in paper, the making of entries and in filing space.

B. Evaluation of Concerned Offices:

The Assistant Director for Research and Reports has supplied the following evaluation to the committee:

"...practically all of the points in the suggestion were considered when the present form was designed. Of course, experience may indicate some modification. At present, however, the existing form seems more adequate for branch use in consolidating analysts' reports than the proposed change, and it would not be economical to use one form for branches' reports and another form for individual analysts' reports."

C. Recommendation:

Rejection for an award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

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Employee Suggestion No. 387

A. Summary of the Suggestion:

The suggester proposes that, in order to avoid general confusion, expedite routing and to facilitate control, distinctive colored inks should be used in printing the covers of the "Current Intelligence Digest" and the "Current Intelligence Weekly." Further, it is proposed that the "Current Intelligence Digest" should be re-named "Current Intelligence Daily" because both publications are "digests."

B. Evaluation of Concerned Offices:

The Office of Current Intelligence has advised the Committee that policies, previously arrived at after careful consideration of all implications and by all parties concerned, allocate certain colors for the covers of the "Current Intelligence Digest" and for the "Current Intelligence Weekly." The use of the words Digest, Summary, Report, Bulletin, etc., are also dictated by Agency policy. To adopt this suggestion would mean the changing of established Agency policies. The Office of Intelligence Coordination has disapproved this suggestion for the reasons stated by the Office of Current Intelligence. OIC further states that there is no provision for the term "Daily" in the authorized categories of CIA intelligence publications. The "Current Intelligence Weekly" is a new publication first issued 5 June 1953. Since the term "weekly" has no status under the DD/I name reference, OIC will work with OCI to retitle this publication by some such authorized title as "Current Intelligence Review."

C. Recommendations:

Rejection for an award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

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Employee Suggestion No. 442

A. Summary of the Suggestion:

The suggester proposes the procurement by the Agency of a machine sold under the brand name of "Masserator" for the destruction of classified material thereby effecting savings in the cost of hauling classified trash or storing in expensive safe space. The use of this machine is especially recommended in those offices having large amounts of classified trash. These machines can reduce the bulk of trash to a minimum, thereby cutting down on the amount of safe storage space required for overnight repository. Finally, since the "Masserator" reduces material to almost a hair-like thickness, sale or use of the shredded material for packing purposes is another angle which can be exploited.

B. Evaluation of Concerned Office:

The Security Office has informed the Committee that numerous tests have been conducted on shredding machines similar to the one proposed with some degree of success. However, "it has been found that small machines of this type are limited in the quantity of material that can be shredded at one time and when large quantities are inserted, the machines jam and frequently pass through unshredded sheets. In addition with the vast variety of materials which the Agency must dispose of, machines of this type frequently become clogged from carbon paper, ditto, multilith and mimeograph forms. Providing the machine does a satisfactory job of shredding, the residual paper would have to be destroyed by burning. To place sufficient quantities of these machines throughout the Agency to handle some 50 tons of classified waste per month would be prohibitive from a cost standpoint."

C. Recommendation:

Rejection for an award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

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| <u>Suggestion No.</u> | <u>Summary of Suggestion</u>   | <u>Evaluation of Concerned Offices</u>   |
|-----------------------|--|--|
| 502                   | Eliminate submission of Time & Attendance Reports for employees on extended LWOP, Maternity leave, etc., to effect savings in forms, preparation time, and filing space. | Comptroller states adoption of suggestion would result in Fiscal Div. not receiving Time and Attendance Reports for pay periods during which employee utilizes leave. Govt. regulations require this record keeping. |
| 504                   | Special "Burn" envelopes be issued to all offices to contain classified trash as an improvement to security.   | Sec. Office says manila envelopes are used because they usually are old ones, fit in a safe drawer and on a desk. Special envelopes unnecessary expense.   |
| 508                   | A proposed safe check list to be filled out uniformly, and to accommodate offices which have to open safes a couple of times a day.                                      | Sec. Off. says uniformity is not necessary as long as required information is recorded. Offices opening safes more than once a day are in minority, so additional columns on check sheets are unnecessary.           |
| 509                   | Authorize Division Physical Security Officers to change safe combinations to provide for increased efficiency.   | CIA [redacted] requires combinations be made by Security Office only. This keeps the function centrally located, also helps keep up repairs.   |
| 511                   | The use of masking tape instead of scotch tape for sealing envelopes to effect savings   | According to CIA [redacted] gummed labels are to be used for sealing envelopes--wasteful to use scotch or masking tape.  |
| 513                   | Indoctrinate "Pool" employees on conservation of carbon paper- buy better brand of carbon.   | IAB is emphasizing conservation of supplies. Logistics Office says present carbon must be bought through GSA.  |
| 514                   | Supply pencil holders to make use of pencil stubs, thus reducing procurement costs for pencils   | Log. Off. states cost of pencil holders with erasers is 6 to 9¢, while pencils only cost a fraction of a cent; therefore, no savings would be realized.  |

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| <u>Suggestion No.</u> | <u>Summary of Suggestion</u>   | <u>Evaluation of Concerned Offices</u>  |
|-----------------------|--|---|
| 520                   | Issue checks at 4:00 p.m. on pay day and abolish Credit Union policy of cashing checks to reduce present loss of employee time on paydays. | Compt. Off. does not hand out checks or handle cases of leave abuse--these are administrative problems to be handled by individual offices. Credit Union practice is considered a good morale booster.        |
| 523                   | Transparent typewriter covers be used to prevent security violations.  | Log. Off. already purchases typewriters with translucent covers. Suggestion already in effect.  |
| 515                   | Q Building cafeteria be closed to outsiders as a security measure.   | Sec. Off. states plans were already in progress to effect the proposed change.  |
| 527                   | Reclamation of packing crates and stuffing at Warehouse to effect savings.   | Log. Off. says reclamation of these cases could result in security violations and/or fire hazards.  |
| 529                   | Eliminate painting of the masonite wainscoting in I, J, K, & L Buildings to effect economy.  | GSO advises that the masonite wainscoting was never intended to be painted. However, in one wing it was necessary to paint due to construction features.  |
| 528                   | Use of "Unclassified" stamp in marking documents, etc., to facilitate filing and perusal of files.   | Soc. Off. states Exec. Order #10501 refers to use of "Unclassified" stamp on material specifically examined for classification. Examination would be time-consuming to an extent that would outweigh benefit. |
| 531                   | Recovering OSO & OPC binders to be used with Clandestine Services Manuals to effect savings as a result of such reclamation.               | DD/P Admin. states that until OSO and OPC regulations can safely be declared obsolete in their entirety, binders cannot be recalled. Plans already in effect to reprocess when possible.                      |

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| <u>Suggestion No.</u> | <u>Summary of Suggestion</u>   | <u>Evaluation of Concerned Offices</u>  |
|-----------------------|--|---|
| 562                   | Establishment of Executive dining room for use by senior CIA officials, guests, etc.   | DD/I (Admin.) states that no space is available to house proposed dining room.  |
| 564                   | Procedure change in Purchase Order Documentation—list name of originator & telephone no. for technical referrals.                                | The Log. Off. believes adoption of form 36-262 for requisitioning materials will solve suggester's problem.   |
| 566                   | Eliminate stamping of "Destroy at end of routing" on documents in order to effect savings in man-hours.  | ORR states this stamp used as part of a carefully worked-out plan on document accountability. Cannot be discontinued without radical change of that plan, for which no cogent reason has been advanced. |
| 568                   | Buy supplies such as type cleaner, "hand cleaner cream," etc. in tin cans rather than glass jars to avoid breakage losses to Agency.             | Log. Office states Agency required by law to procure certain supplies from GSA. Agency under compulsion to accept whatever containers are furnished.  |
| 573                   | Use of blower system in Building 11 to circulate fresh air in winter.  | GSO states services of an engineer would be required to operate the blowers, thus incurring an unnecessary expense.   |
| 578                   | Reprint of an article entitled "Calculated Risks" for distribution to selected components of the Agency, especially DD/P for morale improvement. | DD/P -Admin. advises that Agency selection, orientation, and training processes adequately cover the points brought out in the article.   |
| 580                   | Subject Title Tape Runs from OCD Library be attached to cardboard spools for easier handling in using and storing.                               | CIA Librarian states no one method for handling and storage of intelifax tapes practical for all customers. Spool storage also has disadvantages, suggests nonadoption.                                 |

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| <u>Suggestion No.</u> | <u>Summary of Suggestion</u>  | <u>Evaluation of Concerned Offices</u>  |
|-----------------------|---|---|
| 544                   | Proposes change in Quarters I shuttle bus run to save time.   | GSO made a test run of proposed shuttle run-- Very little time saved, and R&S stop would be eliminated--nonadoption advised.  |
| 545                   | Print dates of month on Security Check Sheets rather than type them.  | Not necessary to type dates on check sheets. Unprinted lines allow extra space on sheet if safe is not opened on a certain day.   |
| 550                   | Propose Printing & Reproduction Division reproduce only number of copies requested to effect printing economies.                          | For good legible runs, copy overages must be run, but GSO says constant effort is being made to reduce overage percentage.  |
| 551                   | Interview of all new clerical employees (GS-5& under) by branch chiefs upon arrival in D.C. to effect better assignments                  | Personnel Office says plan not wise from security standpoint. Present interview system in PUD handles complaints made in suggestion.  |
| 554                   | Use Federal Supply Catalog rather than special Agency catalog. Add supplemental pages to Fed. Supply Catalog for special Agency supplies. | Agency catalog is prepared along approved lines set up by Defense Supply Management Agency. Fed. Item Identification System is used in Agency catalog.  |
| 559                   | Pseudonym be assigned to Agency individual handling credit references to improve procedure.   | Processing & Records Division states Personnel Office, 2430 E St., may be used as a credit reference. Pseudonym not necessary.  |
| 581                   | Protective bands be placed on fluorescent lamps to keep them from falling from loosened sockets and injuring employees                    | GSO states 1) such incidents occurred only twice in ten years, 2) poisonous substances no longer used in tubes, and 3) holders, installing, and increased time for repairs would be costly. Advise use of holders only when necessary for safety reasons(vibration, etc.) |
| 630                   | Change payday from Friday to Monday to reduce sick leave on Mondays.  | Compt. states Review of T&A files shows sick leave taken on Mondays no more prevalent than on other days. Therefore, disapprove for adoption.   |

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| <u>Suggestion No.</u> | <u>Summary of Suggestion</u>   | <u>Evaluation of Concerned Offices</u>   |
|-----------------------|--|--|
| 586                   | Priority for allotment of parking spaces in DD/P area to drivers of car pools.   | DD/P-Admin. says car pool arrangements are considered when parking spaces are assigned.  |
| 589<br>25X1A          | Guard rail be placed at South entrance to [REDACTED], where classified trash is collected. This would prevent blocking the entrance with trash bags. | GSO says a guard rail would not aid in reducing the space occupied by trash containers. Arrangements to ease the problem of blocking South entrance have been made.          |
| 590                   | Proposed "Safety Rib" to be worn by employees working overtime to remind them to secure safes and offices.   | Sec. Off. states wearing "Ribs" may convey idea of punishment or disciplinary action--time-consuming for Sec. to contact each sec. officer and review daily security checks. |
| 594                   | Snow tires on Agency vehicles operating in Washington area during winter months to effect savings.   | Log. Off. states chains are more satisfactory. Agency cost \$2700 for new snow tires or \$1600 for recapping. Other government agencies do not use snow tires.               |
| 599                   | Laundry bleach (Clorox) be used in lieu of ink eradicater, as a means of effecting economy.  | Log. Off. checked with Bureau of Standards--laundry bleach might prove beneficial, but on permanent records, laundry bleach can discolor paper and bleach out overwrite.     |
| 601                   | Proposed a supervisory training program be conducted by Office of Training.  | G/TR states Human Resources Program, Management Training Div. is at present dealing with this problem.   |
| 602                   | Use of a special solution on hand piece of telephone sets to sterilize them.   | Med. Off. feels suggested disinfectant would not decrease transmission of communicable diseases.   |

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| <u>Suggestion No.</u> | <u>Summary of Suggestion</u>   | <u>Evaluation of Concerned Offices</u>   |
|-----------------------|--|--|
| 606                   | Establish the position of moving coordinator in Log. Off. to facilitate moving procedures.   | Log. Off. initiated such a program prior to receipt of suggestion.   |
| 608                   | Utilization of a mechanical translation machine (Univac or similar) to effect monetary and man-hour savings.                                     | ORR already investigating mechanical translation machines prior to receipt of suggestion.  |
| 609                   | Special desk be established to supply information on meaning of letter symbols used in intelligence community.                                   | Cable Secretariat states Analysis Branch of Library provides an identical service.   |
| 611                   | Special clerks in RI to handle requests for three or less documents immediately to expedite delivery.  | System was formerly tried in RI, but submission of recurrent requests of 3 documents made the volume quite unwieldy. Priority system now used.   |
| 615                   | Provide safety grips or metal rods on Agency shuttle busses for standees to improve safety.  | Log. Off. states new busses have been ordered with larger seating capacity and seat grips for standees. Delivery expected shortly.   |
| 621                   | In air raid attacks where shelter is not bomb-proof, dispersion of persons rather than gathering in one place is suggested to minimize injuries. | Sec. Off. checked with Civil Defense authorities and discovered shelter as afforded by temporary buildings withstands blast burn and radiation released during first few seconds of atomic attack. Dispersion not recommended. |
| 625                   | Procurement of special beverage and food carriers for use at snack bars to avoid use of letter trays, etc.                                       | Log. Off. states procurement of suggested carrier is not authorized under Government procurement policy.   |

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| <u>Suggestion No.</u> | <u>Summary of Suggestion</u>   | <u>Evaluation of Concerned Offices</u>   |
|-----------------------|--|--|
| 632                   | Use of vacuum cleaners by cleaning women of GSA to provide more efficient cleaning.  | Log. Off. states cleaning service is GSA function. GSA feels mops and brooms more effective on linoleum, tile and wood. Use of vacuum cleaners more time-consuming.  |
| 634                   | Recommend that when "cryptonyms" is assigned to anyone by Clandestine Services, a card be inserted under man's true name in Central Registry Index referring inquirer to an intermediary desk. | This plan had already been put in effect by Records Integration Div. DD/P prior to submission of suggestion.   |
| 315                   | Proposes that newspapers received under contract No. XG-1085 be reduced for Saturday delivery with a resultant saving to Agency.   | Although some savings could be effected by adoption of the suggestion, the "conclusion is offered that greater harm to the Agency would be caused in attempting to save less than 2% of the contract involved by making a provocative issue over saving \$132.88, than by absorbing that margin of waste in the interest of maintaining effective contract service."   |
| 333                   | Publication of a monthly bulletin, publicizing available housing, car pools, items for sale, etc. by Agency employees.   | Personnel Off. states security considerations preclude adoption of this suggestion. Changes in location and status of Agency personnel are not to be regarded as common knowledge and should not be publicized, even within the Agency.  |
| 471                   | Proposes review by language and area specialists of FDD of NIS and other intelligence reports containing foreign place names, personal names, titles, words and phrases prior to distribution. | (Reevaluation by DDI/Admin) "Each of the producing offices has an appropriate staff charged with the responsibility of performing editorial review functions. To impose a centralized additional review for the purpose indicated is unnecessary and would not be feasible because of the additional time lapse that would be involved. I therefore concur the action of the committee in rejecting the subject suggestion." |

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